



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

SHELLY EDGERTON
DIRECTOR

MANUFACTURED HOUSING COMMISSION
Ottawa Building, Upper Level Conference Room #4
611 West Ottawa Street
Lansing, Michigan 48933

APPROVED 9/13/2017

MINUTES
June 21, 2017
10:00 a.m.

MEMBERS PRESENT

Mr. Jerome Ruggirello, Chairperson
Mr. Bryan Davis
Mr. Kevin Barker
Mr. Phillip Copeland
Mr. Peter Hennard
Mr. Steve Karbal
Mr. William Lettinga

MEMBERS ABSENT

Vacant, Manufactured Housing Park Resident
Vacant, Mobile Home Resident Organization

DEPARTMENT PERSONNEL ATTENDING

Mr. Keith Lambert, Director, BCC
Ms. LeeAnn Allaire, Manager, Administrative Services Division, BCC
Ms. Tracie Pack, Department Analyst, Administrative Services Division, BCC
Ms. Sara Leiby, Secretary, Administrative Services Division, BCC

1. CALL TO ORDER AND DETERMINATION OF QUORUM

Chairperson Ruggirello called the meeting to order at 10:08 a.m. A quorum was present at that time.

2. APPROVAL OF AGENDA

A **MOTION** was made by Commissioner Lettinga and **SECONDED** by Commissioner Davis to approve the agenda. **MOTION CARRIED.**

3. APPROVAL OF MINUTES

A **MOTION** was made by Commissioner Hennard and **SECONDED** by Commissioner Davis to approve the minutes of the September 21, 2016 meeting. **MOTION CARRIED.**

4. MOBILE HOME CODE FUND FINANCIAL REPORTS

Ms. LeeAnn Allaire presented the Commission with the FY 2016 4th Quarter Preliminary, Year End Adjustments, and Final; and the FY 2017 1st Quarter and 2nd Quarter Mobile Home Code Fund Financial Reports.

5. VARIANCES

A. 111941, Fremont Grove Estates

Mr. Soleiman Seghatoleslami's request for variance for Fremont Grove Estates was presented to the Commission for relief from the requirements of Rule 905(5) of the 2008 Manufactured Housing General Rules.

Ms. Ida Barrons, petitioner's representative, was present for the review.

Following discussion, a **MOTION** was made by Commissioner Hennard and **SECONDED** by Commissioner Copeland to approve the request for variance extending the permit until June 20, 2019, contingent upon complying with all other requirements of the act or permits thereunder, including but not limited to all Department of Environmental Quality approvals. **MOTION CARRIED.**

B. 17-MHP-000001, Candlewick Court

Mr. David McDade's request for variance for Candlewick Court was presented to the Commission for relief from the requirements of Rule 941(1)(d) of the 2008 Manufactured Housing General Rules.

Mr. David McDade, the petitioner, was present for the review.

Following discussion, a **MOTION** was made by Commissioner Lettinga and **SECONDED** by Commissioner Davis to approve the request for variance as submitted. **MOTION CARRIED.**

C. 111983, Wildwood Mobile Estates

Mr. John Lineberry's request for variance for Wildwood Mobile Estates was presented to the Commission for relief from the requirements of Rule 905(5) of the 2008 Manufactured Housing General Rules.

Mr. John Lineberry, the petitioner, was present for the review.

Following discussion, a **MOTION** was made by Commissioner Karbal and **SECONDED** by Commissioner Lettinga to deny the request for variance due to the extensive time period since the original permit. **MOTION CARRIED.**

6. UNFINISHED BUSINESS

None.

7. NEW BUSINESS

None.

8. BUREAU REPORT

Mr. Lambert provided information on the following:

A. Health Facilities Evaluation Section

The Health Facilities Evaluation Section from the Bureau of Community and Health Systems joined the Bureau of Construction Codes on January 30, 2017.

B. Staff Note

Mr. Charlie Curtis, Assistant Chief of Building Division, and Mr. Kevin Matteson, Mechanical Plan Reviewer, both retired recently.

C. Licensing Report

There are currently 1,073 parks licensed. There were 2 parks closed for license denials and 2 notices of intent issued to deny licenses issued.

D. Annual Assessment (previously called Annual Inspection)

The Bureau conducted 178 annual assessments so far this year. Inspectors report their findings and the park status to the Bureau's Licensing and Compliance Division who then determines if there are any violations. Of the 178 assessments conducted, 45 had violations, 0 were closed, 0 have gone to formal compliance and 45 are awaiting a response.

E. Complaint Report

For the 2017 fiscal year, the Bureau has received 29 complaints from citizens and 6 complaints have been generated from the 2016 annual inspection reports. Of those 35 complaints, 22 have been closed and 13 remain actively open.

Overall, there are 80 active citizen and annual inspection complaints. Of those, 22 have been closed and 58 remain actively open.

9. PUBLIC COMMENT

None.

10. 2017 MEETING DATES

The Commission is scheduled to meet at 10:00 a.m. at 611 W. Ottawa, Lansing, MI 48933 on September 13, 2017 and December 6, 2017.

11. ADJOURNMENT

A **MOTION** was made by Commissioner Lettinga and **SECONDED** by Commissioner Copeland to adjourn the meeting at 11:48 a.m. **MOTION CARRIED.**